

## REQUEST FOR USE OF SCHOOL BUILDING FACILITIES

Date: \_\_\_\_\_

To the Superintendent's Designee: Request is hereby made for the use of the following school building facilities of : \_\_\_\_\_  
School Name

By: \_\_\_\_\_  
Organization Name
Contact Name
Telephone Number

\_\_\_\_\_  
 Nature, Policies, and Purpose of Organization: Non-profit or profit

\_\_\_\_\_  
 How and for what purpose will facility be used?

Usage Type		Profit Organization Rate Schedule	Non-Profit Organization Rate Schedule	# Half Days	# Full Days	Dates	Times	Day of the Week
Gymnasium/ Auditorium	½ day	\$80.00	\$60.00					
	Full Day	\$160.00	\$120.00					
Classroom	½ day	\$7.00	\$5.00					
	Full Day	\$14.00	\$10.00					
Library/ Cafeteria*	½ day	\$30.00	\$20.00					
	Full Day	\$60.00	\$40.00					
Football Stadium	½ day	\$60.00	\$60.00					
	Full Day	\$120.00	\$120.00					

**Added Utility Charge for Weekend & Holiday Usage**

	Elementary	Middle	High	NOTE: The fees for the use of this facility are based on the annual fee structure determined by the school. The minimum facilities rental is ½ day. *Any use of the kitchen area must be negotiated separately with the Child Nutritional Dept.
½ day	\$60.00	\$150.00	\$240.00	
Full Day	\$120.00	\$300.00	\$480.00	

All organized groups must provide the required certificate of insurance prior to using school facilities or grounds. These fees do not include direct contracting of any individual school staff or any additional hours required by staff beyond the normal workday. The applicable rate, including overtime at \$20 per hour, will be invoiced separately. Fees may be waived for non-profit organizations working jointly with an established school program to provide free services to school students. Waiver requests must be submitted in writing along with the completed Request for Use of School Building Facilities form. Once the application is approved, an invoice(s) and a copy of the approved application will be sent to the applicant. The principal will be notified of this approval. A check made payable to the school for the rental fee and a check made payable to the custodial service provider for overtime charges, if applicable, should be submitted to the Facilities Management Department prior to use of facilities.

I understand that the attached "Use of Facilities" policy of the school is incorporated as a part of this agreement, and I agree to fully comply with the entire policy as stated herein; and \_\_\_\_\_ will hold school, its officers, agents, servants, employees, and personnel harmless from any claim by anyone whatsoever which arise out of any use by \_\_\_\_\_ of the school facility that is the subject of this agreement. \_\_\_\_\_ shall indemnify the school for any loss which the system sustains as a result of any litigation damage which is based on the legal fault of \_\_\_\_\_. Its obligations hereunder shall include the obligation to defend the school in any and all court proceedings or quasi judicial proceedings whatsoever arising out of any claim connected with \_\_\_\_\_'s fulfillment of its obligations under this agreement.

**I have read and understand the policies relating to the use of school facilities and agree to the following:**

- (a) Pay for any damage done to buildings, equipment, or grounds.
- (b) Take reasonable means to prevent smoking or drinking of alcoholic beverages in the buildings.
- (c) Waive any and all rights to recovery from the school for any injuries or damages resulting from the use of school building facilities hereunder.
- (d) Respect the right of the Principal or the Superintendent to cancel a previous commitment to rent this facility in the event it is necessary to use it for school purposes.
- (e) Organizations shall provide a certificate of insurance showing liability coverage for the event being held, with a minimum of \$1,000,000 general liability per occurrence. The school shall be listed on the policy as an additional named insured.

### APPLICANT

**I understand that approval of this application can only be granted by the Superintendent's Designee.**

\_\_\_\_\_  
Street Name
City, State
Zip Code

\_\_\_\_\_  
Signature
Print Name

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**PRINCIPAL**

**The above described school building facilities are available on the date(s) and time(s) requested.**

Receipt of Certificate of Liability Insurance \_\_\_\_\_ YES \_\_\_\_\_ NO

Janitorial Overtime to be Used \_\_\_\_\_ YES \_\_\_\_\_ Hours Required \_\_\_\_\_ NO

Principal: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

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**FACILITY MANAGEMENT DEPARTMENT**

**The above described school building facilities are feasible for the purpose stated above.**

Receipt of Certificate of Liability Insurance \_\_\_\_\_ YES \_\_\_\_\_ NO

FMD Representative: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

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**SUPERINTENDENT'S DESIGNEE**

To: Principal of

\_\_\_\_\_ School and Applicant

By: \_\_\_\_\_  
Superintendent's Designee

The above request is \_\_\_\_\_ approved \_\_\_\_\_ disapproved

Receipt of Certificate of Liability Insurance: \_\_\_\_\_ YES \_\_\_\_\_ NO